



**MINUTES** of the Torpoint Town Partnership (TTP) meeting held on Tuesday 29th March 2022 at 7.00pm in the Torpoint Library and Community Hub.

**PRESENT:** Cllr Ms Rachel Evans BEM - The Mayor (Chair), Cllr Mrs Kim Brownhill - Treasurer, Paul Smythe - Community Hub and Library Development Manager (CH&LDM), Cllr Mrs Julie Martin (Cllr JM), Cllr John Tivnan BEM (Cllr JT), Andy Martin (AM), Richard Pymm (RP).

		<b>ACTION</b>
<b>1.</b>	<b>Welcome - Chair</b> The Chair welcomed all members to the meeting.	
<b>2.</b>	<b>Apologies for absence</b> Apologies received from Cllr Mrs Chris Goodman, Mrs Kelly-Jane Brown, Mrs Jenny Hughes, Mrs Julie Morris, Mrs Lyn Murray, and Phil Griffiths.	
<b>3.</b>	<b>Minutes of the previous meeting held on Wednesday 23rd February 2022 (as circulated)</b> The following amendments were required to the minutes of the previous meeting held on Wednesday 23rd February 2022: <ul style="list-style-type: none"> <li>• <b>Present.</b> Mrs Samm Bickle was not present.</li> <li>• <b>Item 5(i) p.3.</b> Should have read 'Cornish Groove Collective'.</li> <li>• <b>Item 5(i) p.4.</b> Should have read 'permission to hold an off road event would not be required'.</li> <li>• <b>Item 5(i) p.4.</b> Richard Pymm was not asked to check the availability of the Saltash burger van.</li> </ul> Apart from the above four amendments required, the minutes for the previous meeting were read and accepted as an accurate record.	<b>CH&amp;LDM</b>
<b>4.</b>	<b>Report from the Treasurer</b> The Treasurer informed the meeting that the current balance in accounts was £5024.26. However this includes £3,272.25 that has been set aside for defibrillator funding. Thus leaving a working balance of £1,752.01. A recent expenditure of £20.00 was an admin fee payment to the Town Council for a free of charge use application.  The Chair updated members regarding the defibrillator funding, by saying that Jenny Hughes is now in contact with the Commanding Officer at HMS Raleigh, regarding the location of a defibrillator on the Naval Estates site. Plus she has also approached Mr Shaun Huggins, regarding the location of the other defibrillator. Jenny Hughes planned to submit an update in writing to TTP members soon.  Cllr JT said that he intended to speak with the Town Clerk & RFO about the annual maintenance and servicing of the defibrillator that was located	<b>Jenny Hughes</b>  <b>Cllr JT</b>

	at the Esso Garage.	
5.	<p><b>Planned Events/Diary Dates</b></p> <p><b>i. The Queen's Platinum Jubilee - 2nd-5th June 2022.</b> The Chair said that the aerial photo captured by a drone on Wednesday 23rd March, of local school children arranged within the boundaries of the number 70, had been a great success. Cllr JM then gave a detailed update on behalf of Kelly-Jane Brown:</p> <ul style="list-style-type: none"> <li>• Currently waiting for edited photos and videos, and will give the finished products to the Town Clerk &amp; RFO.</li> <li>• Select Drone Services gave their services for free, in exchange for reviews and references.</li> <li>• Intended to speak to the Town Clerk &amp; RFO about sending an official letter of thanks from the Town Council.</li> <li>• Encouraged TTP members to like and share the Select Drone Services Facebook page.</li> <li>• Asked TTP members to consider Select Drone Services for future paid projects.</li> <li>• Although The Lawn is a no-fly zone, Select Drone Services would be able to get permission to fly over the area, and capture imagery on Friday 3rd June.</li> <li>• Now that the aerial photo is done, she would be contacting Community Acts to get a final yes/no this week.</li> </ul> <p>The Chair thanked everyone involved with the planning and execution of the aerial photo, before asking the Treasurer to update members on plans for the Thursday 2nd June Beacon Lighting event. The Treasurer began with event timings, before continuing with other relevant information, that included input from other members:</p> <ul style="list-style-type: none"> <li>• <b>2100-2130:</b> Torpoint Sea Cadets Band playing in Rendel Park.</li> <li>• <b>2135:</b> Piper. Cllr JT was still waiting for a reply from the piper, so would try to contact him again.</li> <li>• <b>2140:</b> Bugler. Leanne Jones has contacted a local bugler who was keen to take part.</li> <li>• <b>2145:</b> Lighting of the Jubilee Beacon, followed by the community choir.</li> </ul> <p><b>Lighting of the Jubilee Beacon.</b> The Mayor would light the beacon, and would hopefully be accompanied by a member of the community who was born on the same day as The Queen's Coronation (or as close to). Finding someone who meets the criteria could be achieved by advertising on social media and in the next Town Council newsletter.</p> <p><b>Community Choir.</b> The Treasurer still needed to speak with Sylvia Fraser about helping to form a community choir, and RP offered to mention it to Sylvia on her behalf. Cllr JM said that she would wait for any further developments, before using social media to ask for volunteers to come forward and form a community choir.</p> <p><b>Jubilee Beacon Tart.</b> It was still to be decided if a Jubilee Beacon Tart, baked with ingredients from all four UK countries, would be provided for the occasion. Library Information Assistants, Kate Jackson and Gwenda Hunt, are due to test the recipe to check whether it would be feasible or not.</p> <p><b>Lights.</b> The Town Council Operations Manager, Phil Griffiths, has offered some lights for the occasion, but a generator would be required. AM said that one of the two generators required for the main event the following day could be used. But the Operations Manager would need to transport it</p>	<p><b>Kelly-Jane Brown</b></p> <p><b>Kelly-Jane Brown</b> <b>TTP Members</b> <b>TTP Members</b></p> <p><b>Kelly-Jane Brown</b></p> <p><b>Cllr JT</b></p> <p><b>RP</b></p> <p><b>Kate Jackson</b> <b>Gwenda Hunt</b></p> <p><b>Operations Manager</b></p>

	<p>to Rendel Park. AM would also provide a PA system, power extensions, microphone, keyboard facility, and playback facility. All of which would be set up by 2000.</p> <p><b>Uniformed organisations.</b> The Chair confirmed that the Town Clerk &amp; RFO had invited uniformed organisations.</p> <p><b>The Queen's Platinum Jubilee Beacon Trail.</b> The Treasurer concluded by informing members of The Queen's Platinum Jubilee Beacon Trail. It was discussed that the safari could be launched at the next Street Market (24 April) and run up to the Beacon Lighting event. The event is about getting children out and walking and visits seven venues within the town, which together would form a specially created augmented reality trail. For further details see <a href="https://highstreetsafari.com/jubilee">https://highstreetsafari.com/jubilee</a>. The event would cost £499.00. It was agreed we should go ahead with this event and the Chair asked the Treasurer to contact High Street Safari by email. The Local Community Markets group indicated they would look at financially supporting this event jointly with the TTP. Cllr JM and Town Clerk &amp; RFO would include in costings spreadsheet.</p> <p>The Chair then asked Cllr JM and AM to update members regarding plans for the main event on Friday 3rd June:</p> <ul style="list-style-type: none"> <li>• AM said that he had met with the Operations Manager, and everything had been ordered.</li> <li>• AM had also spoken to the stage company about dismantling requirements at the end of the evening.</li> <li>• Kelly-Jane Brown is planning to provide something entertainment wise earlier rather than later.</li> <li>• None of the schools can take part due to it being half-term.</li> <li>• Confirmed so far; Compilations, Cornish Groove Collective, Karate Club, Stone River Band, Torpoint Silver Band, Sarah Webber, and Billy Whizz.</li> <li>• Still awaiting confirmation; Born to Perform, Halfway Harmony, Torpoint Lady Singers, Ukulele Band, and Janine Wright.</li> <li>• GraceNotes had approached Cllr JM and expressed their wish to take part.</li> <li>• Kelly-Jane Brown would be contacting all those previously approached, but had not replied, for a definite yes or no.</li> <li>• AM said that once the final number of acts was known, a start time could be decided.</li> <li>• Cllr JM would push more posts on Facebook to attract potential stall holders.</li> <li>• Awenek Studio CIC have asked for a stall, and will provide free crafts activities for children.</li> <li>• Town Fryer, Kerry's Kerbside Kitchen, Zinns Coffee &amp; Cake and Friends of Thanckes Park, will provide food and drinks. (The Chair said that she had sent a message to Ahoy Fish and Chips, but had not yet received a reply.)</li> <li>• A crew from the Torpoint Community Fire Station will have a vehicle on display, and this will need to be parked near the top of the site, in case it is required to respond to an emergency call.</li> </ul> <p>Other relevant points discussed:</p> <p><b>First aid cover.</b> St John Ambulance will provide first aid cover from 1330-2300. The cost of this cover will be £240.00, and Cllr JM has added this figure to the event costings spreadsheet. St John Ambulance would not be operating out of the Town Council caravan.</p>	<p><b>AM</b></p> <p><b>Treasurer</b></p> <p><b>Cllr JM Town Clerk &amp; RFO</b></p> <p><b>Kelly-Jane Brown</b></p> <p><b>Kelly-Jane Brown</b></p> <p><b>Cllr JM</b></p>
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<b>6.</b>	<p><b>Any other Business</b> There was no other business.</p>	
<b>7.</b>	<p><b>Date of next meeting</b> Tuesday 19th April 2022 at 7:00pm in the Torpoint Library and Community Hub.</p>	